



**United States Court  
of International Trade**  
Office of the Clerk  
One Federal Plaza  
New York, NY 10278-0001

## **N O T I C E**

### **ELECTRONIC CASE FILES (ECF) TRAINING IN NEW YORK, NY SCHEDULE OF CLASSES FOR JANUARY - APRIL 2005**

The U.S. Court of International Trade has scheduled training classes in New York, NY, on the Electronic Case Files (ECF) portion of the Case Management/Electronic Case Files (CM/ECF) System. The classes, which are scheduled for the months of January through April 2005, will instruct participants on the Electronic Filing (E-Filing) process and procedures. A list of the class dates and times is attached. All classes will be held at the U.S. Court of International Trade, One Federal Plaza, Room 580, New York, NY.

Attorneys, who practice before the Court, and their support staff are encouraged to register for one of the classes. Please note: Starting January 1, 2005, E-Filing will be mandatory in all pending cases unless a judge orders otherwise.

If you are interested in attending the training on E-Filing, please complete the form *Electronic Case Files (ECF) Training Class Registration Request* and either e-mail the request form to [cmecf\\_training@cit.uscourts.gov](mailto:cmecf_training@cit.uscourts.gov) or fax it to (212) 264-0441 to the attention of Eileen Caufield. You will receive confirmation of your attendance after your registration is accepted for one of the classes. As the number of computers in each class is limited, we must ensure that we do not overbook the classes. Also, for security reasons, the Clerk's Office must provide the Court Security Officers with an advance list of the participants attending each class. Therefore, please do not attend a class unless you have received notification from the Clerk's Office confirming your registration for the class. Non-registered participants will not be permitted to attend the classes.

Participants attending the Electronic Case Files (ECF) training classes are asked to download a copy of the ECF User's Manual and class agenda and bring them when they report to class. Both the User's Manual and agenda may be found on the Court's website at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) under the Case Management/Electronic Case Files (CM/ECF) heading.

This course has been approved in accordance with the requirements of the New York State Continuing Legal Education Board for a maximum of 2.0 credit hours, which can be applied toward the Law Practice Management requirement.

**Leo M. Gordon**  
Clerk of the Court

**December 23, 2004**

U. S. COURT OF INTERNATIONAL TRADE  
ELECTRONIC CASE FILES (ECF) TRAINING IN NEW YORK, NY  
SCHEDULE OF CLASSES FOR JANUARY - APRIL 2005

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<u>Date</u>	<u>Time</u>
Tuesday, January 11, 2005	2:00 PM - 4:30 PM
Wednesday, January 26, 2005	10:00 AM - 12:30 PM
Wednesday, February 9, 2005	10:00 AM - 12:30 PM
Wednesday, February 23, 2005	2:00 PM - 4:30 PM
Wednesday, March 9, 2005	10:00 AM - 12:30 PM
Tuesday, March 22, 2005	2:00 PM - 4:30 PM
Tuesday, April 12, 2005	2:00 PM - 4:30 PM
Wednesday, April 27, 2005	10:00 AM - 12:30 PM

**Please Note:**

Although an attorney's attendance at one of the scheduled ECF training classes **is not mandatory**, it is strongly encouraged. An attorney, who does not attend training but who believes that he/she has achieved proficiency sufficient to allow him/her to begin to E-File as a result of using the online tutorial, practicing in the training database, and/or receiving training from a colleague who has attended a training session, may request that the Clerk's Office activate his/her E-Filing access rights. This request is to be submitted, by letter or e-mail, to the Clerk of the Court.